

Employee Misconduct Investigations

A step-by-step guide







Create an Investigation Plan

Outline a framework of how you'll investigate, what tasks need to be completed and who is responsible for them.



Take Interim Action

Take steps to prevent retaliation and further misconduct while you investigate.

*Did the alleged misconduct involve a victim or complainant? Protect them by offering time off, alternate hours or remote working options.



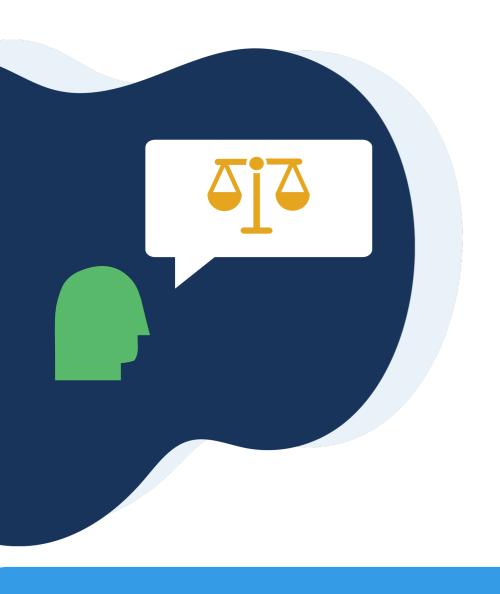
Document Everything

Document interviews, evidence, investigation steps and disciplinary actions.

*Could the accused or the complainant refute your findings? Ensure you have enough documentation and evidence to prove your case.









Conduct Effective Interviews

Avoid leading language and keep your body language objective.

*Assess the credibility of interviewees. Analyze body language, logic, consistency, motive to lie and evidence corroboration.



Write an Investigation Report

Describe your investigation process and the conclusion you reached. Include suggested courses of action, if requested.

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